

Transaction Entry Edits

Transaction entry edits validate transaction data. There are two kinds of data entry checks. First, reasonability checks are made for the required Transaction Code, FFY and Amount, regardless of any edit indicator. The second kind of edit is controlled by the batch Edit Indicator entered on the Batch Header screen. For each batch, it must be specified whether edits are to be performed against tables and the document file, tables, the document file and funds or neither.

Table Edits

Table edits match codes in transactions against codes in the applicable tables. This is discussed in Volume 1, Chapter VII, Online File Inquiry.

Document File Edits

Document File edits check transactions that post against the Document File for a matching record.

Fund Control Edits

Fund control edits check transaction amounts against the various appropriation, allotment and cash balances and actually trial-post the transactions to the shadow files during the day. These files are discussed in Volume 1, Chapter VII, Online File Inquiry.

If an error is detected, the transaction remains on the screen for correction. An error code and message are displayed at the bottom of the screen. Data entry procedures and online correction are discussed in Volume 1, Chapter IX.

Batch Balancing and Release to CALSTARS Processing

The batch balancing function is a method of assuring that the number of transactions and dollar amount(s) entered matches the number and amount(s) posted on the Batch Header Slip. The batch cannot be released for processing (except by override means) until the count and amounts match. If a batch is not released, it remains on hold indefinitely. There is no automatic purging of unreleased batches.

Perform Batch Error Correction Activities

Every accounting transaction that passes the initial edits (presence of a 21-digit Transaction ID in the proper format) is posted to either the master files or the Error File. Each transaction is displayed on one and possibly both of the following reports:

- ❖ **CFB710-1, UPDATE TRANSACTION REGISTER**--For transactions with no fatal edits.
- ❖ **CFB800-2, EDIT ACTIVITY ERROR REPORT**--For transactions with one or more fatal edits and/or any warning edits.

A transaction with a 'WARNING' edit error is posted to the CFB710-1 and is posted one time only to the CFB800-2 report. A transaction with a 'FATAL' edit error

remains on the Error File until corrections have been made and the transaction successfully passes through the edit cycle or is deleted. Errors must be handled in a timely manner.

The handling of the error correction process is an agency responsibility. The error correction process is discussed in detail in Volume 4.

Perform Batch Reconciliation

Each agency is responsible for reconciling all batches and transactions (online and system generated) that post to its accounts. These include:

- ✧ Determining that all transactions and batches submitted (agency or system generated) for processing were entered and can be accounted for; and
- ✧ Reviewing reports to verify that transactions posted as intended.

Reconciliation processes are discussed in Volume 3, Chapter VIII, Report Reconciliation.

POSTING TAG CODING INSTRUCTIONS

CALSTARS provides five optional posting tags for coding transactions:

- ✧ Cash Receipts Posting Tag (CALSTARS 51);
- ✧ Encumbrances Posting Tag (CALSTARS 50);
- ✧ Claim Schedule Transactions Posting Tag (CALSTARS 56);
- ✧ Office Revolving Fund Posting Tag (CALSTARS 53); and
- ✧ General Purpose Posting Tag (CALSTARS 55).

Some data are coded on the posting tag while others may be looked up from tables. The coding on each transaction generally includes:

- ✧ Transaction Code (TC) ^{1/};
- ✧ Funding Fiscal Year (FFY) ^{1/};
- ✧ Vendor Number or Name;
- ✧ Document Date (*MMDDYYYY* format);
- ✧ Index Code (IC);
- ✧ Current Document Number/Suffix;
- ✧ Object Detail Code and/or Source Code;
- ✧ Program Cost Account (PCA); and
- ✧ Dollar amount ^{1/}.

^{1/} Required on every transaction.

EXHIBIT VIII-9
BATCH HEADER SLIP AND
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ORG CODE	Organization Code	Assigned by the signon ID security; cannot be changed except by sign-off and re-signon.
DATE	Batch Date	Current date is supplied by CALSTARS. May be modified by using the back tab and overkeying in the MMDDYYYY format.
BATCH TYPE	Batch Type	Enter the code for the batch type. Documents may be batched using an agency defined coding system (except 00 is reserved for FM 13 adjusting entry batches and alpha characters are reserved for system generated batches).
BATCH NUMBER	Batch Number	Enter the Batch Number assigned. A unique Batch Number must be selected from the Batch Control Log. Be sure to record the batch in the Batch Control Log.
EDIT IND	Batch Edit Indicator	Enter the value to specify the desired edit and update options: 0 No table, document file or shadow file edit or update; 1 Table and document file only; or 2 Table, document file, shadow file edit and shadow file update. Refer to Chapter VII, Online File Inquiry, for a complete discussion of these values.
FM	Fiscal Month	Enter the fiscal month to which the transactions in the batch apply (code 01-13 when 01 = July and 13 = year-end adjustment).
CLAIM SCHED #	Claim Schedule Number	Enter the Claim Schedule number for the SCO payment of invoices, refunds or ORF reimbursement.
BATCH COUNT	Batch Transaction Count	Enter the total number of transactions in the batch. Do not use commas. Each transaction is assigned a count of "one."
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	Enter the sum of all transactions in the batch <u>without</u> regard to their sign (+ or -). Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point.